



## **Horicon National Wildlife Refuge Resident Volunteer – Maintenance**

---

<b>Job Title:</b>	Resident Volunteer – Maintenance
<b>Employee Contact:</b>	Mike Madel, Maintenance Mechanic, 920-387-2658 ext. 18
<b>Overview:</b>	Work cooperatively with Employee Contact and/or other staff in providing support for the refuge's maintenance program.
<b>Responsibilities:</b>	<ul style="list-style-type: none"><li>• Assist Refuge staff with painting, repair of facilities, upkeep of vehicles, carpentry projects.</li><li>• Assist Refuge staff with mowing of public use facilities and trail maintenance.</li><li>• Assist Refuge staff with installation and replacement of refuge signage as needed (kiosks, boundary, hunting etc.)</li><li>• Assist Refuge staff with miscellaneous special projects as needed.</li><li>• Report hours monthly to the Visitor Services Manager.</li><li>• Represent the U.S. Fish and Wildlife Service in a professional manner.</li></ul>
<b>Special Notes:</b>	All materials, training, and equipment will be provided by Horicon NWR. RV pad with full hook-ups provided. Program is currently “volunteer” only – no stipend provided. Opportunities to work with Complex biological program and state agencies.
<b>Qualifications:</b>	Willingness to work with Refuge employees and other volunteers as a team. Motivated, enthusiastic, and self-directed. Prior experience in maintenance or carpentry highly desirable.
<b>Application Deadline:</b>	<b>Applications accepted year-round with deadline of November 1<sup>st</sup>, notification by November 15<sup>th</sup> (annually)</b>
<b>Training:</b>	Orientation and tour, defensive driving course, other as available.
<b>Evaluation:</b>	Will be informal and ongoing throughout.
<b>Commitment:</b>	Minimum 1 month and maximum 6 month stay (May-October dates). 24 hours per week per volunteer.
<b>Contact:</b>	Erin Railsback, Horicon National Wildlife Refuge, 920-387-2658 x 24 or <a href="mailto:Erin_railsback@fws.gov">Erin_railsback@fws.gov</a> . (For application etc.)